Sawtooth Fire Training and Qualifications

2015 Standard Operating Procedures

Sawtooth National Forest

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http://fsweb/units/afm/afm_fsweb.html

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Purpose

The purpose behind Sawtooth Fire Training is to develop and maintain fire qualifications through proper classroom education, supervised field experience, certifications, annual physical fitness tests, refreshers and recertification given by the National Wildfire Coordinating Group (NWCG) and Forest Service Standards. Records and currency will be documented and maintained through the Incident Qualification and Certification System (IQCS).

Mission

Provide an individual with the education and experience to function in a safe and knowledgeable manner in an All Risk environment.

General Introduction

Training is a multiple part process involving verification of physical fitness (Work Capacity Test), classroom education (Courses) and supervised field experience (Position Task Book). Once a qualification is attained, it must be maintained through regular assignments (at least once every 3 years for dispatch or aviation and 5 years for other positions), refreshers, recertification and Work Capacity Tests. It is each individual/supervisor responsibility to seek assignments and maintain currency. Turning in annual experience to the IQCS manager, by the first of November each year, is also the responsibility of the individual and supervisor.

Career development is attained through individual meetings with the appropriate District Fire Management Officer (DFMO) or supervisor to update personal information, in the IDP (Individual Development Plan) in AgLearn, and apply for needed training through the nomination process.

Those seeking a career must take an active part in their fire career development through periodic meetings with their DFMO to check that the IDP still reflects your goals and update or edit any needed changes in their personal information profile.

Administratively Determined (AD) personnel will maintain currency in First Aid/CPR and Defensive Driving, as well as any refresher courses required per individual's qualified position(s). Individuals will possess a valid state driver's license and maintain currency with the federal government driver's license letter for AD's.

Important Training Publications & Web Site links

PMS 310-1 This interagency publication is produced by the National Wildfire Coordinating Group (NWCG) that identifies all Wildland and Prescribed Fire positions and the qualifications required to fight fire in that position. The current edition of this manual may be accessed at; **http://www.nwcg.gov/pms/docs/docs.htm**

FS Fire & Aviation Qualification Guide (FSFAQG) Each agency has the ability to add to the requirements of the PMS 310.1. FSFAQG is the controlling document to all Wildland and Prescribed Fire positions in the Forest Service. On all assignments, the qualifications in this handbook are the standards that must be met by Forest Service employees.   The current edition of this handbook may be accessed at; **http://www.fs.fed.us/fire/publications/index.html**.

Field Managers Coarse Guide (FMCG) This guide provides a brief description, objective and prerequisites required for each NWCG course. Minimum Instructor qualifications are also identified. The current edition of this guide may be accessed at; **http://www.nwcg.gov/pms/training/fmcg.pdf**

Work Capacity Test (WCT) Website This website provides the most current information and forms concerning the WCT. This website may be accessed at; **http://www.fs.fed.us/fire/safety/wct/wct_index.html**

National Fire Training Web Site This web site has updated lists of all national training for all Geographic Areas. Each course has links to required prework, selection rosters, area accommodations and contact numbers. **www.nationalfiretraining.net**

Sawtooth Fire Training Web Site http://fsweb/units/afm/afm_fsweb.html

Fire Leadership Training Web Site http://www.fireleadership.gov/

401 Professional Series
- **University of Idaho 401 website http://401series.net/**
- **FS 401 Regulations http://www.ifpm.nifc.gov/standard/ifpmstandard.htm**
- **Current Situation for the 401 Series in regards to FS Fire Positions http://www.fs.fed.us/fire/management/ifpm/documents/ltr-401-series-for-fire-mgmt-specialists.pdf**

The Training Process

Initiate an IQCS account and develop an IDP in AgLearn: If an individual already has a current Qualification Card (Red Card), skip this step. Obtain permission from your supervisor to pursue a qualification within fire as an additional duty, if your primary job is not within the fire program. Once permission is obtained, contact your District Fire Management Officer (DFMO). They will help identify some fire position goals and fill out the request form to initiate an IQCS account, once permission is obtained. The individual will forward this form to the Sawtooth IQCS Manager in a secure (blue) envelope. Once an account has been established, the DFMO or Supervisor will help complete the IDP (Individual Development Plan) that will formally state long and short-term goals in Incident Management.

Courses: Once an individual's fire goals have been formalized in the IDP, the Supervisor or District Fire Management Officer (DFMO) will help identify what training will be required to attain these goals. Requirements for a desired position are found in the FS Fire & Aviation Qualification Guide http://www.fs.fed.us/fire/publications , for information on course content refer to the Field Managers Course Guide (FMCG) **http://www.nwcg.gov/pms/training/fmcg.pdf**   It is the individual and their supervisor's responsibility to ensure that all prerequisites are met prior to submitting a nomination. The next step in training is to apply for a course completing the Sawtooth Training Spreadsheet (see Training Date attachment for cutoff dates each year). The DFMO/DAFMO will forward the nomination form to the Sawtooth Fire Training Officer (FTO). If the class is being taught locally, the FTO will make the student selections based on available class size, and the priority of the request based on training necessary for current job/position requirements (IFPM/FSFPM), training necessary to maintain current fire qualifications, training for critical need positions, training necessary for position upward development, previous priority nomination that was not selected and training for individuals with the ability to commit to assignments. Individuals applying for national training courses will be prioritized by the FTO for the Sawtooth NF through coordination with the DFMOs. Once the Sawtooth priorities are determined, these nominations will be taken to the South Central Training Coop comprised of the Sawtooth NF, Salmon-Challis NF, Twin Falls BLM, NPS and FWS. Priorities amongst these groups will be negotiated. Once a priority list has been established it will be submitted to the Zone Training Representative who represents Idaho, Utah and Nevada. A priority list will be established for the zone and submitted to the Great Basin Training Committee. The Great Basin Training Committee will make selections according to the priorities submitted by the different Zone Training Representatives. Once an individual has been selected to a course, it is important to know if prework will be required. Failure to complete and/or submit prework or payment by the declared cutoff date will cause the individual to be dropped from the class. Payment for course tuition will be made by the DFMO/DAFMO or supervisor of individual

Entry level courses (299 and below) and refreshers are available locally through the Sawtooth NF, Salmon-Challis NF, Twin Falls BLM or Southwest Idaho Fire Training (SWIFT) located in Boise. The Sawtooth NF and the Twin Falls BLM coordinate and sponsor entry level courses at the College of Southern Idaho and Fire School at the Methodist Camp (north of Fairfield) annually. 300 level and higher courses are usually available at NIFC in Boise. Some, less frequently held courses, may have to be taken out of state. The nomination process for national training centers such as National Advanced Fire and Resource Institute (NAFRI), Great Basin Engine Academy (GBEA) are the same as the local/GBT nomination process. However the nomination process for Prescribed Fire Training Center (PTFC)/Fire Use Training Center (FUTC) is done directly with the individual, their supervisor the DFMO and the center, with coordination from the FTO. Travel expenses and course fees for non-fire personnel

are funded by the hiring unit (Recreation, Range, etc., however when funding is not available and the forest would benefit from the training the FFMO may sponsor and individual.

Courses are identified by a single letter, followed by 3 numbers. The Letter identifies the type of course; D = Dispatch, FI = Fire Investigation, G = Gap, I = Incident Command System, L = Leadership, M = Management, P = Prevention, RT = Refresher, RX = Prescribed Fire and S = Suppression Skills.

The first number designates complexity (100 & 200 = Entry level, 200 & 300 = Mid-level and 400 through 600 = Advanced level). Courses that progress through multiple levels are usually identified by the same last 2 numbers.   For instance Fire Leadership progresses from L-180 to L-280 to L-380 and Fire Behavior progresses from S-190 to S-290 to S-390 to S-490.

Individuals instructing courses will meet the minimum instructor requirements for those courses as identified in the Field Managers Course Guide **http://www.nwcg.gov/pms/training/fmcg.pdf** .

Online and Blended Courses: To receive credit for completing supervisory online or blended courses you must have certificate signed by the course administrator, do not attempt this training unless you have been directed to do so by you DFMO or FTO, and you are working with a course administrator. To obtain a course administrator, employees must go through their DFMO or FTO.

Position Task Book (PTB): Once an individual receives classroom training, most positions require that quality experience be obtained in the field under supervision. Position Task Books are issued by the Forest Training Officer through recommendations/requests from the forest DFMOs. PTB may be issued before completion of required training with FTO approval, **but cannot be certified until all required training has been completed**. To ensure that experience is in needed areas, a PTB is issued to identify certain tasks that must be accomplished prior to functioning in that position unsupervised. A PTB is valid for 3 years from the day it is initiated. Upon documentation of the first task in the PTB, the 3-year time limit is reset from that new date. Refer to the PMS 310-1 for clarification **http://www.nwcg.gov/pms/docs/docs.htm** at a minimum; individuals must have 2 quality assignments, with field evaluations attached (ICS 225), to be considered for certification

Task Book Checklist: Use this checklist, while on assignment, to ensure that a Task Book will be certified without unnecessary delays. **Inadequate or incomplete information will delay or stop the certification process.** Evaluations Records must be complete. Missing signatures/evaluations may be difficult or impossible to obtain after an individual has left the incident.

While on an assignment, ensure that …

- o   All individual Qualification Record Tasks are initialed and dated upon completion
- o   Each Evaluation Record is legible and complete. Each record must include the…
    - o   Evaluator's Name
    - o   Evaluator's Incident Title for all incident assignments
    - o   Evaluator's Current Telephone Number
    - o   Incident Name
    - o   Incident Location
    - o   Specific Number and Type of Resources
        e.g. HEB1: "3 med. & 2 lt. helicopters, 15 HB personnel, 10 crew shuttles/day"

e.g. DIVS: "2 T1 & 4 T2 crews, 3 T1 dozers, 3 T6 engines, 4 STLs
- Year is included in all dates, particularly the Incident Duration
- Evaluator's Recommendations accurately reflect your ability to perform the job.
- If the Evaluator recommends the Task Book for certification, ensure that the Final Evaluator's Verification (page 2) is legible and complete. It must include the…
  - Trainee's Position
  - Trainee's Name
  - Final Evaluator's Signature and Date
  - Evaluator's Printed Name, Title, Duty Station, and Phone Number. A valid phone number is *absolutely required.*

Once your task book is completed, turn it in to your DFMO who will check it for completeness and determine if the individual is ready for certification.

The DFMO will submit the Task Book to the Sawtooth Fire Training Officer (FTO) along with two quality assignment field evaluations, a minimum of 10 days prior to FQRC meeting. ICT5 task books where the individual has completed a FFT1 task book individual may only be required to complete one quality assignment and one simulation to be considered for certification. The FTO will also check the Task Book for completeness, and then submit it to the Fire Qualification Review Committee (FQRC) for certification. The FQRC meets twice a year, once in the spring and again in the fall. FQRC will also review Task Books for positions that are in critical need either nationally or locally throughout the year this may be accomplished by email, teleconference or webinars. Once a Task Book is approved, The Sawtooth IQCS Manager will change the status of that position from "Trainee" to "fully qualified". Qualification Cards are printed once a year, in the late spring.

Note: Any experience that is referenced in the Task Book must be corroborated by the Trainee's IQCS record. To capture the current fire season experience, a Fire Experience sheet must be submitted for entry to the district designated IQCS responder with "supervisor" roles, who will enter experience and forward the completed sheet to the Sawtooth IQCS Manager for documentation within the fire records. It is each individual's responsibility to ensure the Fire Experience sheet is accurate and has been submitted prior to leaving for the season. *This step is mandatory and, if not completed, will delay Task Book certification.*

Maintaining Current Qualifications: As identified in the Introduction, a qualification must be maintained by taking at least one assignment every 3-5 years (depending on the position). It is also very important to document assignments on the annual Fire Experience form and submit it to the District IQCS manager for entry in IQCS. District IQCS manager will forward hard copy documentation to Sawtooth IQCS Manager by November first each year to be filed in official training record.
Should a qualification lapse; the individual can no longer perform in that position until their qualification has been reinstated. An individual will revert to a trainee and may be required to demonstrate their competence through completion of a Task Book; once the Task Book has been completed it can be submitted for recertification by the FQRC. Please note it may take more than one assignment to complete the Task Book. Often, allowing one qualification to lapse, affects the currency of related subordinate positions to also lapse. This could require an individual to start over at the beginning of the position ladder. Ensuring that qualifications are maintained and fire experiences are turned into the District IQCS Manager annually is the responsibility of the individual.

RXB2 trainees shall be given credit, within the PTB and the experience records to capture the work that they have done in the planning process. In the past, only experience credit was given for the implementation portion of the RXB2 task book. In addition, anyone doing an official Technical Burn plan review will receive an experience credit towards RXB2. To capture the experience for the planning and/or review as RXB2 an incident must be created in IQCS by account manager and responder must record experience on the Fire Experience sheet when submitted for the year.

HRAP will not be listed on a responder's qualification card. The processes for qualification and proficiencies are site, time, individual specific, and at any given time the individual may or may not be qualified. Thus, the HRAP designation was determined, by the FQRC, to have no placement validation on the red card. In addition Region 4 has made the decision to stand down the T3 helicopter rappel programs at this time.

FAL (Fallers), the following criteria shall be met in order for FAL3/2/1 (Faller) qualification to be displayed on a Sawtooth Qualification Card.

1. Initial S-212 recieves an NWCG Completion Certificate – Entered into IQCS as S212 training

2. RT-212 Classroom refresher can either be NWCG Certificate or letter with all students listed (no certification level) on one document with this verbiage: "The following individuals **completed** the **classroom session for Chainsaw Safety Refresher**. This course was presented on June 03, 2014 at the XXX Ranger District, Sawtooth National Forest. This session was presented to current qualified saw operators. The curriculum used **meets the current Regional Chainsaw Safety Refresher requirements** and included lessons learned from several chainsaw accident briefing papers (FLA's) and a review of proper chainsaw maintenance. Session was presented by *Smokey Bear*, XXX Ranger District Chainsaw Coordinator. – Entered into IQCS as GCHNSW training

3. Faller card will be submitted – Entered into IQCS as License/Certification at approved level

4. Field Evaluation form will be submitted – Entered into IQCS as an experience

The Refresher training shall be completed a minimum of every three years, however, if completed annually or biannually certification shall be good for three years following each session.
All Faller's shall possess a current Chainsaw Certification Card before performing any chainsaw operations including non-fire operations.   A fire qualification card (red card) does not meet FSM 6719; an operator must possess a current Chainsaw Certification card.

Work Capacity Test (Pack Test). If the position sought or currently held requires a "Pack Test", the individual will be required to pass this test, at the level specified, annually. The Work Capacity Test (WCT) is a performance-based test linked to the expected physical requirements of a given fire position. Depending on the position, individuals are required to take the Arduous, Moderate or Light test**.** To find out if a position requires a test refer to the FSH 5109.17 **http://www.fs.fed.us/cgi-in/Directives/get_dirs/fsh?5109.17** under that position.

The Arduous Test - requires an individual to walk 3 miles in a given time (usually 45 minutes but varies by altitude) with a 45 lb pack.

The Moderate Test - requires an individual to walk 2 miles in a given time (usually 30 minutes but varies by altitude) with a 25 lb pack.

The Light Test - requires an individual to walk 1 mile in 16 minutes with no weight.

No Test Required -Some non-fire line positions do not require a demonstration of fitness.

An application to participate in a Work Capacity Test (WCT) begins by obtaining a packet from the District Fire Management Officer (DFMO). The application packet includes an Employee Letter, Brochure, Informed Consent Form and Health Screening Questionnaire (HSQ). The Informed Consent Form documents an individual's acknowledgement of potential risks in taking the test and the HSQ will ask questions about an individual's personal medical history. Once the packet has been received and reviewed, the completed Informed Consent and HSQ must be mailed to the WCT Coordinator (per instructions in the packet) in a Personal (blue) envelope. The WCT Coordinator, and their alternate, are the only individuals on the Forest allowed to view this document . All completed HSQ's remain in a locked file cabinet until they are sent to the Albuquerque Service Center to be archived in another secured location. Fill out the packet and mail it according to the instructions contained in the packet. Individuals must apply as early as possible, to insure that the process will be completed in time to test. If the reviewer determines that a medical examination is required, the individual will be notified and provided with approved physician phone numbers and additional forms for the physician to fill out and send to the Albuquerque Service Center. If an examination is required, it could add an additional month or more to the clearance process.

Individuals may only apply for the level of WCT that they are authorized to take by the position held or training to attain.

IFPM & FSFPM

Following the South Canyon Fire in 1994, an interagency team was formed to investigate the fatalities and contributing factors, the subsequent 1995 Federal Wildland Fire Policy and Program Review, directed Federal wildland fire agencies to establish fire management qualifications standards to improve firefighter safety and increase professionalism in fire management programs.

An Interagency Fire Program Management Qualifications team was formed in June 2004.   Following the release of the **Interagency Fire Program Management Qualification Standard (IFPM)** the Washington Office determined that the IFPM Standard would only be applied to 13 Key Fire and Aviation Management positions at the Forest / Ranger District level.

Other positions, unique to the Forest Service and are not specifically addressed in the interagency standard were subordinate to those listed in one of the 13 "Key" IFPM positions. Since sub-unit and subordinate positions are not covered in IFPM, the Forest Service is implementing these positions as an agency addendum referred to as the Forest Service - Fire Program Management (FS-FPM) .

In 2007 the Forest Service established FS-FPM for the sub-unit and subordinate positions (see W.O. IFPM Clarification Letter dated 3/08/2007).

As of October 1, 2010, the minimum qualification standards (MQS) contained in the *Interagency Fire Program Management Qualifications and Standard (IFPM)* is in effect. All applicants for IFPM positions after this date must possess the MQS as selective placement factors in order to be eligible.

FS-FPM Standard is still in the implementation period, with a scheduled implementation deadline of October 1, 2013. The Forest Service will be implementing FS-FPM in the same manner as IFPM, but has a stand-alone FS-FPM Implementation Plan. Prior to October 1, 2013, applicants for FS-FPM positions may be hired without possessing the MQS, but will be required to attain those requirements prior to the implementation deadline. Current employees encumbered in FS-FPM positions must attain the MQS identified for their position by the implementation deadline.

Forest Service Crosswalk Summary:

IFPM Category	Forest Service Positions in IFPM	Forest Service Positions in FS_FPM
Unit Fire Program Manager	**Forest FMO**	Forest AFMO District or Zone FMO
Wildland Fire Operations Specialist	Note: The Forest Service has not identified any FS positions as being within the IFPM WFOS category.	District or Zone AFMO, T2 Handcrew Supervisors, IA Module Leaders, Station Managers
Prescribed Fire and Fuels Specialist	Forest Fuels Specialist	District or Zone Fuels Specialists District Fuels AFMO District Fuels Technician
Supervisory Fire Engine Operator	Engine Captain –Moderate Complexity Asst Engine Captain (FEO)	
Engine Module Supervisor	Engine Captain-High Complexity	
IHC Superintendent	IHC Superintendent	IHC Asst Superintendent IHC Squad Leaders
Helicopter Manager	Helitack Crew Supervisor	Helitack Asst Supervisor Helitack Squad Leaders
Senior Firefighter	IHC/Handcrew Senior Firefighter Helitack Senior Firefighter Engine Senior Firefighter AFEO	
Center Manager	Dispatch Center Manager	
Lead IA Dispatcher / Assistant Center Manager	**Forest Dispatcher** **Assistant Center Manager**	
Initial Attack Dispatchers	Initial Attack Dispatchers	
Geographic Area Fire Program Manager	Regional Office	
National Fire Program Manager	National Office	

Frequently Asked Questions

I want to help when we have fires, how do I get involved?

After getting approval from your supervisor, talk to your District Fire Management Officer (DFMO) or FTO. There are a number of jobs in fire you can do, from being a firefighter to answering phones or driving. First you need to get an Incident Qualification and Certification System (IQCS) account by completing a new request form. This account will track your training and qualifications so you can receive an Incident Qualification Card (Red Card), it will also upload your qualifications into the Resource Ordering and Status System (ROSS) which is used by dispatch to order available resources to incidents.

How do I get a qualification card?

First you need to have an IQCS account. If you don't already have one ask your DFMO or FTO to help you get one. They will help you get your IQCS account. Once your account is created your training, position task books (PTB), IS-700, refreshers, and recertification, if applicable Work Capacity Test (WCT) and IS-800 will be entered into IQCS; this data is what generates the qualifications that print on the card.

What is an Individual Development Plan?

An Individual Development Plan (IDP) is a plan developed for the purpose of identifying long- and short-term goals, both for the individual and the fire organization. The individual's incident management goals are assessed. A completed and approved IDP will represent a commitment between the agency and employee to achieve the goals set forth in the plan. Agency approval of the plan shows an effort by the agency to support the training needs identified in the plan.

What is IS-700?

On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5. HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. All Federal departments and agencies will use the NIMS in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities, as well as those actions taken in support of State or local entities. You can also find information about NIMS at http://www.fema.gov/nims/

What is IS-800?

As part of Homeland Security Presidential Directive-5 the National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. The Framework defines the key principles, roles, and structures that organize the way we respond as a Nation. It describes how communities, tribes, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. The National Response Framework is always in effect, and

elements can be implemented at any level at any time. The heads of Federal departments and agencies shall participate in the NRP, shall assist and support the Secretary in the development and maintenance of the NRP, and shall participate in and use domestic incident reporting systems and protocols established by the Secretary. **This means that all individuals that have a unit leader or higher qualification must successfully complete this course, before a qualification card with unit leader or higher qualification can be printed.**

You can also find information about NRF at http://www.fema.gov/emergency/nrf/

What is the Work Capacity Test?

Some jobs, like firefighting, require passing a job-related Work Capacity Test to meet minimum qualifications. Such tests help ensure that prospective workers have the capacity to perform work without undue fatigue and without becoming a hazard to themselves or coworkers.

- Pack 45 minutes 45 pounds 3 miles (arduous)
- Field 30 minutes 25 pounds 2 miles (moderate)
- Walk 16 minutes 0 pounds 1 mile (light)

1. **Arduous**. Duties involve fieldwork requiring physical performance calling for above-average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending and lifting more than 50 pounds; the pace of work typically is set by the emergency situation.

2. **Moderate**. Duties involve fieldwork requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting 25 to 50 pounds, climbing, bending, stooping, squatting, twisting and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time. Individuals usually set their own work pace.

3. **Light**. Duties mainly involve office type work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle and long hours of work, as well as some bending, stooping, or light lifting. Individuals can usually govern the extent and pace of their physical activity.

4. **None** Required. These are positions that do not require a physical fitness level.

Can I take the Work Capacity Test if I want to?

No, you can only take the WCT if you are currently qualified in position that requires fitness, and then only at the highest level of fitness you are qualified for.

Do I need a Work Capacity Test?

You only need a WCT if you are currently qualified in position that requires fitness.

Position that require fitness…

- Arduous

  CRWB Crew Boss
  DIVS   Division/Group Supervisor
  DOZB Dozer Boss
  ENGB Engine Boss
  ENOP Engine Operator
  FALA   Faller A
  FALB   Faller B
  FALC   Faller C
  FELB   Felling Boss
  FFT1   Firefighter Type 1
  FFT2   Firefighter Type 2

  HECM Helicopter Crewmember
  HELR   Heli Long Line/Remote Hook
  HRAP Helicopter Rappeller
  ICT3   Incident Commander Type 3
  ICT4   Incident Commander Type 4
  ICT5   Incident Commander Type 5
  STCR   Strike Team Leader Crew
  STLM   Strike Team Leader Military
  TFLD   Task Force Leader
  TRPB   Tractor/Plow Boss
  WOBS Weather Observer

- Moderate

  BCMG Base/Camp Manager
  CREP   Crew Representative
  DZIA   Dozer Operator Initial Attack
  DZOP Dozer Operator
  FBAN Fire Behavior Analyst
  FEMO Fire Effects Monitor
  FIRB   Firing Boss
  FOBS Field Observer
  HERS Helicopter Rappel Spotter
  HMGB Helicopter Manager, Single
  HTMG Helitorch Manager
  HTMM Helitorch Mixmaster
  HTPT Helitorch Parking Tender
  LOAD Loadmaster
  LTAN Long Term Fire Analyst
  OPBD Operations Branch Director

  OSC1   Operations Section Chief 1
  OSC2   Operations Section Chief 2
  RXB2   Prescribed Fire Burn Boss 2
  RXB3   Prescribed Fire Burn Boss 3
  RXCM Prescribed Fire Crew Member
  SOF1   Safety Officer Type 1
  SOF2   Safety Officer Type 2
  SOFR   Safety Officer, Line
  SOLP   Strategic operational Planner
  STDZ   Strike Team Leader Dozer
  STEN   Strike Team Leader Engine
  STPL   Strike Team Ldr Tractor/Plow
  STPS   Structural Protection Spec
  TPIA   Tractor Plow Operator I.A.
  TPOP   Tractor Plow Operator

- Light

  BAES Burned Area (Emergency) Response
  COMT Incident Communications Tec
  DECK Deck Coordinator
  HEB1 Helibase Manager (4+)
  HEB2 Helibase Manager (1-3)
  IMSA Incident Medical Assistant
  IMSM Incident Medical Manager

  IMST   Incident Medical Spec Tech
  INVF   Wildland Fire Investigator
  IRFS   Infrared Field Specialist
  RAWS Remote Auto Weather Stn Technician
  RXB1   Prescribed Fire Burn Boss 1
  SITL   Situation Unit Leader
  STAM Staging Area Manager
  TOLC Take-Off and Landing Coordinator

How do I know what training I need for a position?

FS Fire & Aviation Qualification Guide (FSFAQG) is the controlling document to all Wildland and Prescribed Fire positions in the Forest Service. On all assignments, the qualifications in this handbook are the standards that must be met by Forest Service employees. The current edition of this handbook may be accessed at;
http://www.fs.fed.us/fire/publications/index.html.

Where do I find information on fire training courses?

You can talk to your District FMO/District AFMO or your Forest training officer. You can also look on the internet to find many training opportunities. http://www.nationalfiretraining.net/ is the national fire training website. It has lots of good information, and links to many other training sites.

How do I get fire training?

Review your Individual Development Plan with your supervisor and District FMO/District AFMO or FTO to determine what courses you will need to meet your planned objectives. Verify the availability and that you meet the prerequisites of the course. Submit a training request on the training spreadsheet through your supervisor or DFMO/DAFMO or FTO prior to the cutoff dates for nominations. Note: many of the cut off dates are in September, be sure you are aware of training nomination deadlines.

I submitted a training nomination by wasn't selected for the class, why?

There is a large demand for training but a limited amount of slots available each year. Priorities are determined first at the district level, then the forest level, then the regional level, and finally at the national level. Every year there are many last minute cancellations so if you are on the top of the wait list you should be prepared to attend the course.

*Note: This is a simplified version, to see a full over view of the process go to APPENDIX – 2 Nomination Flow Chart

Be persistent and apply again next year

What is a task book?

Position task books allow for documentation of a trainee's ability to perform each task. The process of demonstrating the abilities to perform the position is the completion of a PTB. The tasks in each NWCG PTB have been established by subject matter experts from all NWCG agencies and geographical areas of the United States, and tested and approved by the NWCG. Position task books allow for documentation of a trainee's ability to perform each task. Tasks pertaining to tactical decision making and safety require the trainee to perform the task on an actual wildland fire. Other tasks may be evaluated through other means, such as a simulation exercise, or other incident/event. Final Evaluators must be qualified in the position they are evaluating the trainee.

How do I request a task book?

Review your Individual Development Plan with your supervisor and District FMO/District AFMO or FTO to determine what task books you want to be issued, after verification that you are ready, completed training and meet prerequisites for the requested task book. The district FMO will request that the task book be issued by the forest training officer.

How many task books can I have?

An individual may not have more than six active position task books at one time. No more than two of the six allowed position task books may be in a single functional area, including prescribed fire. The functional areas include:

1. Command and General Staff.
2. Finance.
3. Logistics.
4. Operations.
5. Air Operations.
6. Planning.
7. Prescribed fire.
8. Incident Support and Associated Activities

I have a task book now what do I do?

With your supervisor's permission make yourself available for a trainee assignment with dispatch. Then when dispatch calls, go out on an assignment as a trainee. At a minimum an individual must have 2 quality assignments, (with exception of ICT5), with field evaluations attached to be considered for certification. Once your task book is completed turn it into your DFMO, who will check it for completeness and recommend certification. The DFMO will submit the task book to the forest fire training officer, who will check for completeness and submit it to the Fire Qualification Review Committee (FQRC) for certification. The FQRC meets twice a year, once in the spring and again in fall. Once the task book is approved, the IQCS account manager will change the status of that position from "Trainee" to "Qualified".

Note: Any experience that is referenced in the Task Book must be corroborated by the Trainee's IQCS record. To capture current fire season experience, a fire experience sheet must be submitted to the District IQCS manager for entry in IQCS. District IQCS manager will forward hard copy documentation to Sawtooth IQCS Manager by November first each year to be filed in official training record. This step is mandatory and if not complete will delay the task book certification.

I was qualified in a position and now my card says trainee, why?

Your qualification will revert back to trainee if you have not completed an assignment to maintain currency, 3 years for air operations or dispatch positions and 5 years for all others. An Individual must turn in a fire experience sheet to the District IQCS manager for entry in IQCS. District IQCS manager will forward hard copy documentation to Sawtooth IQCS Manager by November first each year to be filed in official training record identifying experience for that season to maintain qualified status. Additional requirements include annual fire refreshers, WCT and annual, biannual or triennial recertification training for some positions. If you have a question or concern about your qualification card talk to your district FMO.
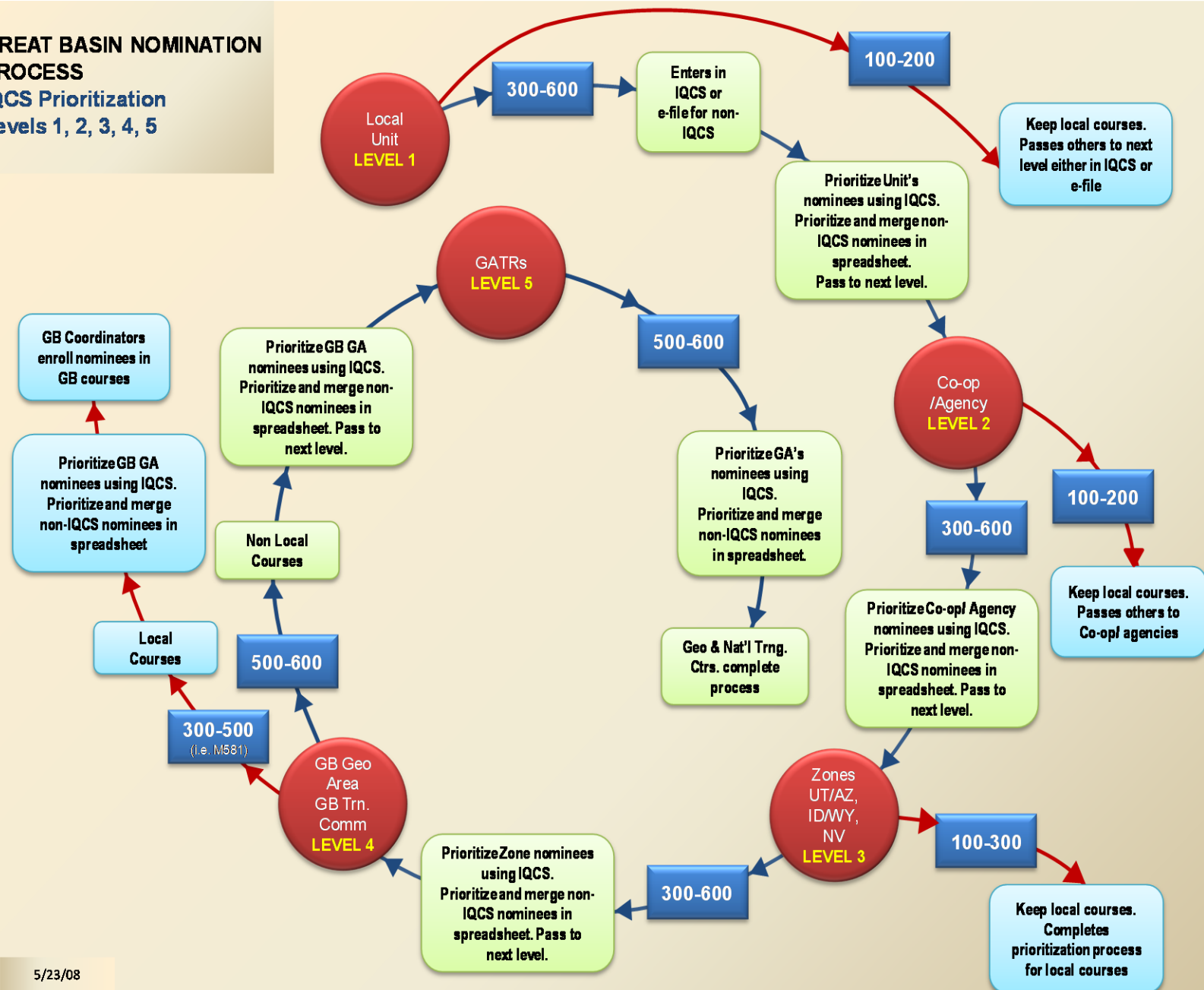
	APPENDIX - 1		

Important Training Dates

BY QUARTER	ACTION	DATE DUE	RESPONSIBILITY
1	Identify Interagency course coordinators, lead instructors and unit instructors for local fire training	2/15	Forest Training Officer, FMO/AFMO
1	Print draft qualifications cards for DFMOs in preparation for FQRC qualification & task book certification meeting	4/1	IQCS Account Manager
1	Submit basic fire school and local Interagency training (100/200 Level Courses) name request	4/15	FMO/AFMO
1	Review qualifications cards and master records in preparation for FQRC qualification & task book certification meeting*	4/15	FMO/AFMO
2	Submit competed task books to Forest Fire Training Officer for qualification & task book certification meeting	4/15	FMO/AFMO
2	Fire Qualification Review Committee Meeting to review/approve completed task books	5/1	FQRC
2	Submit all completed training certificates and issue initial task book requests	5/15	Forest Training Officer, FMO/AFMO, IQCS Acct Mgr
2	Print IHC qualification cards (as per National Availability Dates)	5/15	IQCS Account Manager
2	Print qualification cards	6/10	IQCS Account Manager
2	Qualification cards to FFMO/RO for signature	6/15	FFMO/RO
2	Signed qualification cards to DFMO	6/20	IQCS Account Manager
2	Priority trainees identified for dispatch	6/25	Forest Training Officer, FMO/AFMO
3	Completed National Training Nomination spreadsheet to Unit Training Officer	9/15	Employees, Supervisors
3	Completed National Training Nomination spreadsheet to FTO	9/25	FMO/AFMO
3	Incident Development Plan (IDP) to be completed/updated	9/30	Employees, Supervisors, FMO/AFMO
4	Select and prioritize candidates for National Fire Training Courses	9/25	Forest Training Officer, FMO/AFMO
4	Select and prioritize candidates for National Fire Training Courses	10/1	Forest Training Officer, South Central Training Coop
4	Submit competed Task Books to FTO for Qualification & Task Book certification meeting	11/1	FMO/AFMO
4	IQCS experience update forms are due to the Forest IQCS Account Manager.	11/1	Unit Training Representative

* District Fire Management Officers can email IQCS Account Manager with changes that need to be made on Qualification cards prior to April Fire Qualification Review Committee Meeting

Nomination Flow Chart

GREAT BASIN NOMINATION PROCESS

IQCS Prioritization
Levels 1, 2, 3, 4, 5

Local Unit
LEVEL 1

300-600

Enters in IQCS or e-file for non-IQCS

100-200

Keep local courses. Passes others to next level either in IQCS or e-file

Prioritize Unit's nominees using IQCS. Prioritize and merge non-IQCS nominees in spreadsheet. Pass to next level.

Co-op /Agency
LEVEL 2

300-600

100-200

Keep local courses. Passes others to Co-op/ agencies

Prioritize Co-op/ Agency nominees using IQCS. Prioritize and merge non-IQCS nominees in spreadsheet. Pass to next level.

500-600

Prioritize GA's nominees using IQCS. Prioritize and merge non-IQCS nominees in spreadsheet.

Geo & Nat'l Trng. Ctrs. complete process

GATRs
LEVEL 5

Prioritize GB GA nominees using IQCS. Prioritize and merge non-IQCS nominees in spreadsheet. Pass to next level.

GB Coordinators enroll nominees in GB courses

Prioritize GB GA nominees using IQCS. Prioritize and merge non-IQCS nominees in spreadsheet

Non Local Courses

Local Courses

500-600

300-500
(i.e. M581)

GB Geo Area GB Trn. Comm
LEVEL 4

Prioritize Zone nominees using IQCS. Prioritize and merge non-IQCS nominees in spreadsheet. Pass to next level.

300-600

Zones UT/AZ, ID/WY, NV
LEVEL 3

100-300

Keep local courses. Completes prioritization process for local courses

5/23/08

19

Sawtooth Position Task Book
Trainee Responsibilities
February 3, 2010

Use this checklist to ensure that your Task Book will be certified quickly once it is completed.
During certification, your Task Book is reviewed by your Supervisor, the Fire Training Officer and the Sawtooth Fire Qualification Review Committee and certified by the Forest Fire Management Officer. Inadequate or incomplete information on your Task Book will delay or halt the certification process. Evaluation Records must be complete. Signatures may be difficult or impossible to obtain after returning from the field.

When you receive your Task Book...
- ☐ Ensure that the Task Book is properly initiated by Sawtooth Fire Training Officer on the front page.
- ☐ Bring your Task Book on all field assignments (e.g., incidents, projects) and to any training where proficiency can be evaluated for Tasks that may be completed in any situation (Code "0").

While on assignment, ensure that...

- ☐ All individual Qualification Record Tasks are initialed and dated upon completion.
- ☐ Each Evaluation Record is legible and complete.
  Each record must include...
  - ☐ Evaluator's Name
  - ☐ Evaluator's Incident Title for all incident assignments
  - ☐ Evaluator's Current Telephone Number
  - ☐ Incident Name
  - ☐ Incident Location
  - ☐ Specific Number and Type of Resources, if applicable
    e.g. HEB1: "3 med. & 2 lt. helicopters, 15 HB personnel, 10 crew shuttles/day"
    e.g. DIVS: "2 T1 & 4 T2 crews, 3 T1 dozers, 3 T6 engines, 4 STLs"
  - ☐ Dates including the year, particularly the incident duration.
  - ☐ Evaluator's Recommendations accurately reflect your ability to perform the job.
  - ☐ Individual Performance Evaluation (ICS 225) for each evaluation record

If the Evaluator recommends the Task Book for certification
- ☐ Ensure that the Final Evaluator's Verification (page 2) is legible and complete.
  It must include the...
  - ☐ Trainee's Position
  - ☐ Trainee's Name
  - ☐ Final Evaluator's Signature and Date
  - ☐ Evaluator's Printed Name, Title, Duty Station, and home Number. A valid telephone number is *absolutely required.*

Prior to submitting your Task Book for certification...

- ☐ Ensure that the Trainee Name and Trainee Position appear on every Evaluation Record.
- ☐ Ensure your completed taskbook meets any standards established by Sawtooth Fire Qualification Review Committee (e.g., number, quality, or complexity of assignments).
- ☐ **Double check that all the above items are completed before continuing.**

Task Book Certification Process

The Trainee is responsible for moving the certification process forward. The following steps must be taken *promptly* to avoid unnecessary delays. Neglecting this responsibility will not create a crisis for the Supervisor or the Sawtooth Fire Qualification Review Committee but rather will delay Task Book certification.

☐ Before the Trainee submits the Task Book to his/her Supervisor for approval make a *double sided* copy of the taskbook and all Evaluation Records.

☐ Ensure that the Final Evaluator's Verification (page 2) is legible and complete.
   It must include the...
   ☐ Trainee's Position
   ☐ Trainee's Name
   ☐ Final Evaluator's Signature and Date
   ☐ Evaluator's Printed Name, Title, Duty Station, and home Number. A valid telephone number is *absolutely required.*

☐ Submit the original Task Book to your DFMO for approval. If approved, your DFMO forwards the Task Book to the Sawtooth Training Officer for verification that all training has been successfully completed and is recorded in the IQCS database.

☐ Any experience that is referenced in the Task Book must be corroborated by the Trainee's IQCS record. To capture current fire season experience, a Wildland Fire Experience Record (K:\afm\forms\IQCS\FireExperience.docx) must be entered by unit training representative and file copy submitted to the IQCS Account Manager with the Supervisor's signature by November 1st. *This step is mandatory and will stall the Red Card update until completed.*

☐ The Sawtooth Fire Qualification Review Committee meets twice a year, once in the spring and again in the fall. Once your Task Book is approved, the Sawtooth IQCS Manager will change the status of that position from "Trainee" to "Qualified" in IQCS.

You are responsible for retaining copies of the certified Task Book and training certificates.

Additional Notes

Once submitted, only the Trainee's Supervisor can remove a Task Book from the certification process.

The Supervisor and Trainee will negotiate the details of approving a Task Book when one or both are on assignment. The Trainee's Supervisor must approve the Task Book prior to submitting to the Fire Training Officer and the Sawtooth Fire Qualification Review Committee for certification.

An individual may not have more than six active position task books at one time. No more than two of the six allowed position task books may be in a single functional area, including prescribed fire. The functional areas include Command and General Staff, Finance, Logistics, Operations, Air Operations, Planning, Prescribed Fire, and Incident Support and Associated Activities.

For any questions please contact your supervisor, the District Fire Management Officer or the Forest Training Officer.

Required PPE for Field Training Exercises

Wildland Fire Fighting Equipment

Required Personal Protective Equipment (PPE)

- Approved outerwear (clothing)
- Approved Gloves
- Approved Footwear
- Safety Glasses/Goggles
- Hearing Protection (2 pr minimum)
- New Generation Fire Shelter
- Approved Hard Hat
- Drinking Water (1 gal per day/min)

Additional Required Items

- Approved Line Gear Canteen(s) or Water Bladder
- Personal 1st Aid kit
- MRE or Sack Lunch
- Incident Response Pocket Guide (IRPG)
- Head Lamp
- Tool
- Flat or Round File (depending if primary tool is hand or saw)
- Flagging
- Length of Cord
- Extra Batteries

Personal and Optional Items

- Belt Weather Kit
- Portable Radio (if applicable)
- Chain Saw chaps (if applicable)
- Hard hat shroud
- Tent (2-person)
- Sleeping Bag
- Matches (in a waterproof container)
- Watch
- Multi-tool or Pocket knife
- Eye Glasses/Sun Glasses (shatter resistant)
- Prescriptions (inform supervisor if they effect performance)
- Rain Gear
- Compass
- Toilet Paper
- Spare boot laces
- Bandana(s)
- Flip Flops for wear in shower facilities only
- Small towel
- Small flashlight
- Hand Sanitizer
- Jacket/Coat
- Change of clothes (fire pants, fire shirts, socks & underwear)
- Personal Hygiene kit
- Small bag with personal items
- Sun Screen/Block (30 or higher)

Sawtooth Training Nomination Spreadsheet

Sawtooth Training Nominations											
COURSE INFORMATION					STUDENT INFORMATION					PRIORITY	
Course Location Geographic Area	Course Number	IQCS Session Number	Dates (mm/dd-dd/yy)	Course Location (City, State)	Employee's Home Unit Identifier	Employee Name (Last, first)	Current Agency Position (Daily Job)	Highest IQCS Qual (Relative to course)	**Comments (Which Qual Student Needs Class For)	District	Forest
GB	S339	15	3/10-15/14	Boise, ID	ID-STF	Owl, Woodsey	ENGB	ICT4 & STEN	Required for DVIS	1	

**Required field for regional and national level priority, if left blank no priority will be given.

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL INTERAGENCY FIRE CENTER
3833 S. DEVELOPMENT AVE.
BOISE, ID 83705
FAX NUMBER (208) 387-5556

CREDIT CARD MAIL / FAX FORM

Tuition charges for Great Basin Training are paid by credit card only. Please complete this form and fax it to **(208) 387-5556**. If you have any questions regarding the payment of your tuition, please contact the coordinator of the course. *Electronic submission of this form is at the risk of the card holder and not the responsibility of this agency.*

Information collected from this form may be subject to the requirements of the Privacy Act (5 U.S.C. 552a). This form is used solely as a method of payment for goods and/or services provided to federal agencies, businesses and private individuals by the Bureau of Land Management at the National Interagency Fire Center. The information collected will be stored in a secure location with access limited to those employees designated as Collection Officers. Any information that we collect may be subject to disclosure, but will be handled in accordance with the requirements of the Privacy Act and the Freedom of Information Act to ensure the greatest protection of personal privacy in the face of any required disclosure. Except as might be required by law, we do not share any information we receive with outside parties.

DATE: _____

NAME / CARD HOLDER _____   AGENCY _____

CARD HOLDER E-MAIL ADDRESS *REQUIRED FOR RECEIPT PURPOSES*

CARD HOLDER MAILING ADDRESS *REQUIRED FOR RECEIPT PURPOSES*

American Express ( )
Discover ( )
VISA ( )
MasterCard ( )

CITY / STATE / ZIP CODE

TELEPHONE #

AMOUNT PAID $ _____

CREDIT CARD NUMBER

EXPIRATION DATE *(MO/YR)*

CARD HOLDER SIGNATURE (REQUIRED)

COURSE TITLE   STUDENT(S) NAME

Title 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious or fraudulent statement or representations as to any matter within its jurisdiction.

FOR NIFC FINANCE USE ONLY

NIFC 1372-5
(October 2009)

Work Capacity Test

Work Capacity Testing for Wildland Firefighters

Promoting Wildland Firefighter Safety

Wildland Firefighting and other forms of field work demand a high level of fitness to safely perform arduous, day-long work in difficult environmental conditions, including steep terrain, extreme temperatures, altitude, and smoke, and to meet unforeseen emergencies. When prolonged hard work is involved, fitness is the most important factor in work capacity.

Work capacity is a composite of fitness, acclimatization, nutrition, skill, experience, motivation, and intelligence. Fitness is the most important factor. Fitness has two components, aerobic and muscular strength.

Aerobic fitness is a measure of your ability to supply working muscles with the oxygen they need to perform vigorous day-long work. When you can deliver and use oxygen efficiently, you can do work without undue fatigue.

Muscular fitness includes strength, muscular endurance, and flexibility. Strong workers can lift and carry heavy loads with less fatigue or risk of injury. Muscular endurance enables you to continue working at otherwise fatiguing tasks. And flexibility means a better range of motion that lowers the risk of injury.

Work Capacity Tests

Some jobs, like firefighting, require passing a job-related Work Capacity Test to meet minimum qualifications. Such tests help ensure that prospective workers have the capacity to perform work without undue fatigue and without becoming a hazard to themselves or coworkers.

Most wildland firefighters must meet minimum levels of fitness requirements for the type of duties they are assigned:

Fitness Requirement	Test	Description
Arduous	Pack Test	3-mile hike with 45-pound pack in 45 min
Moderate	Field Test	2-mile hike with 25-pound pack in 30 min
Light	Walk Test	1-mile hike in 16 min no pack

Arduous work involves above average endurance (aerobic fitness), lifting more than 50 pounds (muscular fitness), and occasional demands for extraordinarily strenuous activities. All wildland firefighters perform arduous duty.

Moderate work involves lifting 25 - 50 pounds, and occasional demand for moderately strenuous activity. Safety officers and fire behavior officers perform moderate duty.

Light work involves mainly office-type work with occasional field activity.

The Pack Test

The Pack Test is a 4.83-km (3-mile) hike over level terrain carrying a 20.5kg (45 pound) pack. To qualify for arduous fireline work, you must complete the pack test in 45 minutes or less. Tests taken at altitude should be adjusted (see table).

Jogging during the test is not permitted. A score of 45 minutes correlates with a step test score of 45 or a 1.5 mile-run time of 11 minutes 40 seconds, the previous standard for wildland firefighters. The Pack Test is not a competition, it is pass/fail only.

The energy cost of the Pack Test is similar to fireline work. Pack Test performance relates directly to muscular fitness. Because of the test distance, the Pack Test is an excellent indicator of the capacity to perform prolonged arduous work under adverse conditions with a reserve to meet unforeseen emergencies.

Altitude Corrections:

Altitude (Feet)	Pack Test (Seconds)	Field Test (Seconds)	Walk Test (Seconds)
4,000 to 5,000	30	20	10
5,000 to 6,000	45	30	15
6,000 to 7,000	60	40	20
7,000 to 8,000	75	50	25
8,000 to 9,000	90	60	30

The First Step

Before you begin training or take the Work Capacity Test, all persons must fill out a Health Screening Questionnaire (HSQ). This must be done prior to conditioning for, or taking, any level of the Work Capacity Tests (WCT). The HSQ will be reviewed by a Servicing Human Resource Office prior to engaging in any of these activities. The Safety and Health Resource Office will determine whether a person is cleared to start conditioning, take a WCT, or will need further medical evaluation is needed.

People taking any of the Work Capacity Test (i.e., light duty, field test or the pack test) shall only take the test necessary for their red-carded position as described in the Wildland and Prescribed Fire Qualification System Guide (NWCG Publication PMS 310-1) and must be made available for fire assignment.

Training for the Work Capacity Test

Once you are cleared to begin training, here's what you'll need:

- Adequate footwear that will protect feet and ankles while testing.

- Comfortable clothing

- A comfortable, well-fitted pack

- A safe place to train

Start training a minimum of 4 weeks before you are scheduled to take the test. For work hardening, you may want to train in the boots you will wear on the job. Ankle-height hiking or sport shoes should be worn during the test for ankle protection.

For the Pack Test, begin by hiking a 3-mile flat course without a pack. When you can cover the course in less than 45 minutes, add a pack with about 25 pounds. Increase the weight until you can hike 3 miles in 45 minutes while carrying 45 pounds.

Also, hike hills with a pack to build leg strength and endurance. Jog the flat course without a pack to build aerobic fitness. Do overdistance training for stamina, and cross-train with mountain biking and weights to build endurance and strength.

Work Hardening

Work hardening is a gradual progression of work-specific activities designed to bring you to the job ready to deliver a good day's work. While fitness training provides the foundation for work capacity, it is no substitute for job-specific work hardening.

Prior to reporting for work applicants are strongly encouraged to train for the appropriate level work capacity test they need to take.

For more information:

Personal health, physical fitness, and work capacity all work towards making conditions safer for firefighters and the people they protect. Ask your local fire management office for more information.

March 2002

Work Capacity Test: Informed Consent

- **Pack Test- Arduous** The 3-mile test with a 45 pound pack in 45 minutes is strenuous, but no more so than the duties of wildland firefighting.

- **Field Test-Moderate** The 2-mile test with a 25 pound pack in 30 minutes is fairly strenuous, but no more so than the field duties.

- **Walk Test-Light** The 1-mile walk in 16 minutes is moderately strenuous, but no more so than the duties assig.

Risks

- There is a slight risk of injury (blisters, sore legs, sprained ankles) especially for those who have not practiced the test. If you have been inactive and have not practiced or trained for the test, you should engage in several weeks of specific training before you take the test. Be certain to warm up and stretch before taking the test, and to cool down after the test. The risk of more serious consequences (such as respiratory or heart problems) is diminished by completing the **(HSQ)** physical activity readiness questionnaire.

☐ **I have read the information on this form, the brochure "Work Capacity Test" and understand the purpose, instructions, and risks of the job related to work capacity test.**

☐ **I have read the information, understood, and truthfully answered the HSQ.**

Test to be Taken (check one) Pack test ☐ Field Test ☐ Walk Test ☐

Signature _____ Date _____

Printed Name _____

Privacy Statement
The information obtained in the completion of this form is used to help determine whether an individual being considered for wildland firefighting can carry out those duties in a manner that will not place the candidate unduly at risk due to inadequate physical fitness and health. Its collection and use are covered under Privacy Act System of Records OPM/Govt-10 and are consistent with the provisions of 5 USC 552a (Privacy Act of 1974).

Paperwork Reduction Act Statement
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0164. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 975-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

HEALTH SCREENING QUESTIONNAIRE (HSQ)

Assess your health needs by marking all true statements.

WCT Level
__ Arduous
__Moderate
__Light

The purpose is to identify individuals who may be at risk in taking the Work Capacity Test (WCT) and recommend an exercise program and/or medical examination prior to taking the WCT.

Employees are required to answer the following questions. The questions were designed, in consultation with occupational health physicians, to identify individuals who may be at risk when taking a WCT. The HSQ is not a medical examination. Any medical concerns you have that place you or your health at risk should be reviewed with your personal physician prior to participating in the WCT.

Check 'Yes' or 'No' in response to the following questions:

[ ] Y   [ ] N   1)   During the past 12 months have you at any time (during physical activity or while resting) experienced pain, discomfort or pressure in your chest.

[ ] Y   [ ] N   2)   During the past 12 months have you experienced difficulty breathing or shortness of breath, dizziness, fainting, or blackout?

[ ] Y   [ ] N   3)   Do you have a blood pressure with systolic (top #) greater than 140 or diastolic (bottom #) greater than 90?

[ ] Y   [ ] N   4)   Have you ever been diagnosed or treated for any heart disease, heart murmur, chest pain (angina), palpitations (irregular beat), or heart attack?

[ ] Y   [ ] N   5)   Have you ever had heart surgery, angioplasty, or a pace maker, valve replacement, or heart transplant?

[ ] Y   [ ] N   6)   Do you have a resting pulse greater than 100 beats per minute?

[ ] Y   [ ] N   7)   Do you have any arthritis, back trouble, hip /knee/joint /pain, or any other bone or joint condition that could be aggravated or made worse by the Work Capacity Test?

[ ] Y   [ ] N   8)   Do you have personal experience or doctor's advice of any other medical or physical reason that would prohibit you from taking the Work Capacity Test?

[ ] Y   [ ] N   9)   Has your personal physician recommended against taking the Work Capacity Test because of asthma, diabetes, epilepsy or elevated cholesterol or a hernia?

Regardless whether you are taking the Work Capacity test at the Arduous, Moderate or Light duty level, a "Yes" answer requires a determination from your personal physician stating that you are able to participate.

I understand that if I need to be evaluated by a physician, it will be based on the fitness requirements of the position(s) for which I am qualified.

Signature:_____ Printed Name _____ Date _____

Unit: _____ City _____ State _____

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SAWTOOTH NATIONAL FOREST

FIRE QUALIFICATION REVIEW COMMITTEE OPERATING PLAN

1/5/15

Table of Contents

I Authority, Goals, Policy, References, and Committee Members

1. Authority
Forest Service Manual 5120 requires that the Forest Supervisor establish a Fire Qualification Review Committee on each unit, in compliance with FSM 1350 (Committee Management).

2. Goals
The Forest Qualification Review Committee (FQRC) is established for oversight of the Incident Qualifications and Certification System. The committee provides a process to review personnel employed by the Sawtooth National Forest and assigned to Incident Command System and Prescribed Fire positions. The committee makes recommendations to the Forest Fire Program Management Staff Officer, who serves as the certifying official.

3. Policy
Comply with all applicable agency requirements contained within FSM 5120 and Forest Service Fire and Aviation Qualifications Guide.

4. References
a. Standards for Fire and Aviation Operations – NFES 2724
b. Wildland and Prescribed Fire Qualifications System Guide, PMS 310-1.
c. Field Managers Course Guide, PMS 901-1.
d. FSM 1220 (Organization and Position Management)
e. FSM 1230 (Delegation of Authority and Responsibility).
f. FSM 1350 (Committee Management)
g. Historical FSH 5109.17 (available at: www.nationalfiretraining.net).
h. FSM 6140 (Performance, Training, Awards)
i. Forest Service Fire and Aviation Qualifications Guide

5. Committee Members
The Fire Qualifications Review Committee will be comprised of individuals who have working knowledge of Incident Management and Prescribed Fire responsibilities, as well as the individuals' capabilities who are being rated.

At a minimum, the committee shall be composed of the following (Forest Service Fire and Aviation Qualifications Guide, Chapter 2, Part 1, Section 2.2 certification)

a. Fire Staff Officer.
b. Line Officer or Representative.
c. Primary Account Manager.
d. Unit Representatives with knowledge of unit personnel.
e. Documentation Recorder

While additional members may not be required at all meetings, they could be called to assist in addressing training, performance, or qualification issues identified within their field of expertise.

II Roles and Responsibilities

1. Forest Supervisor

a. Establish and maintain a Unit Fire Qualification Review Committee (FQRC) (FSM 5120).

b. Ensure a line officer representative participates as part of the Unit FQRC.

c. To provide cost-effective wildfire protection, ensure that the fire training nomination and selection processes meet both the employee's development needs and the organization's needs.

d. Ensure all units from the Sawtooth National Forest are represented on the FQRC.

e. May delegate signing authority for Incident Qualifications Card to the Forest Fire Program Management Staff Officer for Type 2 command and general staff positions and below (FSH 5109.17, Zero Code, Section 04.4).

2. Certifying Official

Forest Fire Program Management Staff Officer
The Forest Fire Program Management Staff Officer, is delegated Fire Program Management responsibility for a National Forest(s) fire program by the Forest Supervisor:
- Serves as the Certifying Official for the Incident Qualifications Card.
- This authority cannot be re-delegated to the District level—except where identified in this Handbook (FSH 5109.17, Zero Code, Section 04.41).

a. Annually reevaluate each employee's Incident Command System (ICS) position qualifications, including physical fitness and experience.

b. Recommend certification or re-certification for all Area Command and Type 1 command and general staff positions to the Director of Fire and Aviation Management. (These positions include: Incident Commander, Safety Officer, Information Officer, Operations/Planning/Logistics/Finance Section Chiefs)

c. Sign Type 2 Command and General Staff and below incident qualification cards

d. The Forest Fire Program Management Staff Officer is responsible for initiating an administrative review to determine if de-certification is appropriate

e. Authorizes and grants certification by signing the "Agency Certification" on the inside front cover of the PTB. Only the home unit has the authority to certify an individual's qualifications (PMS 310-1).

f. "Certifying Official" processes in IQCS are completed by the Account Manager for the Forest Fire Program Management Staff Officer

g. Specify location on the unit where employee master files will be maintained

h. Ensure the employee master files contain (FSH 5109.17 Section 22.1):
   - All relevant evidence of course completion related to position qualifications.
   - Individual Performance Rating (March 1990-February 1994) (ICS 225).
   - Position task book verification (the inside front cover of task book, showing recommending final evaluator and Certifying Official's signatures and dates).
   - Current Work Capacity Test (WCT) Administration Reports on file (available on line at http://www.fs.fed.us/fire/safety/wct/wct_index.html.
   - Current year Incident Qualifications and Certification System Responder Master Record (RPTC028) from IQCS.

i. Ensure all Administratively Determined (AD) employees "hosted" by the National Forest meet qualifications and certification standards within 2.1 QUALIFICATION FOR INCIDENT AND PRESCRIBED FIRE POSITIONS (PMS 310-1).

3. Forest Training Officer
   a. Annually reevaluate each employee's Incident Command System (ICS) position qualifications, including physical fitness and experience.

   b. Ensures a system that establishes priorities for training is in place.

   c. Develop the Forest Shortage Category list.

   d. Develop and provide input for local, regional, and national training needs.

   e. Develop and document training prioritization criteria.

   f. Establish system for instructor validation/certification (Field Manager's Course Guide PMS 901-1, Page 4).

   g. Authorizes the initiation of Position Task Books

4. Qualifications Review Committee

Regional Qualifications Review Committee (RQRC)
Regional Qualification Review Committees shall review all individuals possessing Area Command and Type I Position Qualifications (FSH 5109.17, Zero Code, Section 04.3).

Forest Qualifications Review Committee (FQRC)
   a. Ensure all Committee actions are documented and distributed to all committee members. [O:\NFS\Sawtooth\Program\5100Fire\SO\5190Management\Forms\IQCS]. A copy of this documentation will be available for preparedness reviews and auditing purposes.

   b. Annually reevaluate each employee's Incident Command System (ICS) position qualifications, including physical fitness and experience

   c. FQRC shall review all individuals possessing Type 2 and lower position qualifications

   d. Ensure all employees meet and maintain the ICS qualifications in accordance with:
      * The Wildland and Prescribed Fire Qualifications System Guide (PMS 310-1)— except positions in which the Forest Service has elected to deviate from the minimums.
      * Fire and Aviation Management Qualifications Handbook (FSH 5109.17).

   e. Document employee evaluation criteria for certification, re-certification, and deferral. (If deferred for certification SNF FQRC Form #2 will be used)

   f. Make recommendations to the Forest Fire Program Management Staff Officer responsible for final certification signature on Position Task Books. (FSH 5109.17, Zero Code, Section 04.42).

De-certification
   a. Regional or Forest Review Committees shall review individual qualifications and certification and also address de-certification. If the review occurs at the Forest level, the individual reviewed shall have appeal rights with the Regional Qualification Review Committee (Forest Service Fire and Aviation Qualifications Guide, Chapter 2, Part 1, Section 2.26 Decertification)

III Qualifications Review Committee Operating Plan

1. Members

Title	Voting Member	Roles/Responsibilities
Forest Fire Staff Officer	Y	Fire Management Officer
Assistant Fire Management Officer/ Fire Training Officer	Y	FMO/AFMO/Supervisors/ Unit Training
Line Officer or Representative	Y	District Ranger/Representative
Primary IQCS Account Manager	N	IQCS Coordinator
Documentation Recorder	N	Document Meeting Notes
Representative with unit knowledge/ D1 DFMO	Y	FMO/AFMO/Supervisors/ Unit Training
Representative with unit knowledge/ D1 DAFMO	Y	FMO/AFMO/Supervisors/ Unit Training
Representative with unit knowledge/ D3 DFMO	Y	FMO/AFMO/Supervisors/ Unit Training
Representative with unit knowledge/ D4 ADFMO	Y	FMO/AFMO/Supervisors/ Unit Training
Representative with unit knowledge/ D5 DFMO	Y	FMO/AFMO/Supervisors/ Unit Training
Representative with unit knowledge/ D5 ADFMO	Y	FMO/AFMO/Supervisors/ Unit Training

2. Meetings
Committee will meet a minimum of two times a year and more often if the Committee deems necessary.

3. Voting
   a. Voting members may only have one vote.
   b. Voting members, if absent from a meeting, may delegate their vote, in writing using SNF FQRC Form #1
   c. The delegate must be approved by the Committee.
   d. A majority vote is required on all committee decisions.

4. Documentation
   a. All committee decisions and actions will be documented.
   b. All committee documentation will be located with the master records and available upon request.
   c. The FQRC operating plan will be reviewed annually (first meeting of calendar year) to reflect current members and policy.

5. FQRC Timeline

The following guide lines outline the various processes that are the responsibility of the FQRC, Forest Fire Training Coordinator, Training Officers and Primary Account Managers. These reoccur annually, dates are approximate based on calendar and committee availability.

BY QUARTER	ACTION	DATE DUE	RESPONSIBILITY
1	Identify Interagency course coordinators, lead instructors and unit instructors for local fire training	2/15	Forest Training Officer, FMO/AFMO
1	Print draft qualifications cards for DFMOs in preparation for FQRC qualification & task book certification meeting	3/1	IQCS Account Manager
1	Submit basic fire school and local Interagency training (100/200 Level Courses) name request	4/15	FMO/AFMO
1	Review qualifications cards and master records in preparation for FQRC qualification & task book certification meeting*	4/15	FMO/AFMO
2	Submit competed task books to Forest Fire Training Officer for qualification & task book certification meeting	4/15	FMO/AFMO
2	Fire Qualification Review Committee Meeting to review/approve completed task books	5/1	FQRC
2	Submit all completed training certificates and issue initial task book requests	5/15	Forest Training Officer, FMO/AFMO, IQCS Acct Mgr
2	Print IHC qualification cards (as per National Availability Dates)	5/15	IQCS Account Manager
2	Print qualification cards	6/10	IQCS Account Manager
2	Qualification cards to FFMO/RO for signature	6/15	FFMO/RO
2	Signed qualification cards to DFMO	6/20	IQCS Account Manager
2	Priority trainees identified for dispatch	6/25	Forest Training Officer, FMO/AFMO
3	Completed National Training Nomination spreadsheet to Unit Training Officer	9/15	Employees, Supervisors
3	Completed National Training Nomination spreadsheet to FTO	9/25	FMO/AFMO
3	Incident Development Plan (IDP) to be completed/updated	9/30	Employees, Supervisors, FMO/AFMO
4	Select and prioritize candidates for National Fire Training Courses	9/25	Forest Training Officer, FMO/AFMO
4	Select and prioritize candidates for National Fire Training Courses	10/1	Forest Training Officer, South Central Training Coop
4	Submit competed Task Books to FTO for Qualification & Task Book certification meeting	11/1	FMO/AFMO
4	IQCS experience update forms are due to the Forest IQCS Account Manager.	11/1	Unit Training Representative

*District Fire Management Officers can email IQCS Account Manager with changes that need to be made on Qualification cards prior to April Fire Qualification Review Committee Meeting

9

6. Position Review Process

    a. Preparation/Logistics Prior to Meeting
- Proper documentation, minimum of two quality assignments (each evaluation record is legible and complete in task book) and two individual performance evaluations, will be submitted to the Forest Fire Training Officer by the District Fire Management Officer at least ten business days prior to the committee meeting.

    b. Task Books
- Midseason/In season certification should only be considered in extreme cases/positions critical for the current fire season.
- Task books must be initiated by Forest Training Officer
- To be a trainee, one must meet the prerequisites for attending training for position course per the Field Manager's Course Guide
- Forest Training Officer will determine whether all requirements have been met, voting members of the FQRC will then recommend certification.
- The Forest Fire Staff Officer will be the Certifying Official for all qualifications, type II and below, and sign the "Agency Certification" section in the front page of the PTB
- Criteria to consider when reviewing individual Performance-Based Training for final submittal and recommendation for certification
  a) Completeness of Task Book, refer to Sawtooth Position Task Book Trainee Responsibilities Handout. (O:\NFS\Sawtooth\Program\5100Fire\SO\5190Management\Forms\ taskbooks.docx)
  b) Completion of required courses and prerequisites.
  c) Depth of experience: (complexity/duration of assignments/fuel models/jurisdiction/geographic diversity).
  d) Duration of the PTB (number/length of assignments/time from initiation to completion.
  e) Minimum of two quality individual performance evaluations including the final evaluators.(except ICT5 task books where the individual has completed a FFT1 task book individual may only be required to complete one quality assignment and one simulation to be considered for certification)
  f) Evaluator Qualifications (Qualified at or above PTB Position/variety of evaluators).

    c. Positions for Which No Task Book Exists

Certification Recommendation to the FQRC will be submitted in writing and will consider—but not be limited to—the following criteria:
- Performance Evaluation.
- Day job definition.
- Performance Criteria for competency.
- Task Sheet.
- Duration of assignment(s).
- Complexity/Quality of assignment(s).
- Evaluator's Name, Home Unit, Title, Relevant Position for Trainee Qualification.
- Submit SNF FQRC form #3 when appropriate.

7. Instructor Qualification Process
a. Instructors will be evaluated on an annual basis, taking into consideration:
- Instructor Standards in compliance with the current Field Manager's Course Guide (PMS 901-1), including M-410 for lead instructors.
- Course Evaluations
- Currency

b. A list of qualified instructors will be compiled by each district/unit with the Forest fire training officer to be submitted to Dispatch and the primary Account Manager for entry into IQCS.

8. Prioritization process for Priority Training Selection.
a. Training necessary for current job/position requirements (IFPM/FSFPM).
b. Training necessary to maintain current fire qualification (i.e., refreshers, biennial workshops).
c. Training necessary for Academy Required Supplemental Training (specifics for the organized programs).
d. Training necessary for position upward development.
e. Shortage/Needs.
f. Tenure/experience/ability to commit to needs/assignments.
g. Previous priority nomination that was not selected.

9. Prioritization process for Trainee Mobilization
a. Trainee assignments in a critical need position.
b. Currency assignments. (maintain Qualifications)
c. Re-certification assignments.
d. Tenure/experience/proven ability to commit to needs/assignments.
e. Team mobilization.
f. Other.

10. Prioritization process for Trainee Assignments
a. The Forest Training Officer will provide dispatch with an updated priority trainee list.
b. Trainees will be requested in order of priority ranking.

11. Operating Plan Revisions
Revisions to this plan will be made following recognition and discussion of a need for change. The FQRC will review and approve/deny any proposed changes annually at the first meeting of the calendar year.

IV Forms

1. **FQRC Delegation of Vote**
(O:\NFS\Sawtooth\Program\5100Fire\SO\5190Management\Forms\SNF FQRC Form #1-Delegation.doc)

2. **FQRC Deferral of Certification**
(O:\NFS\Sawtooth\Program\5100Fire\SO\5190Management\Forms\SNF FQRC Form #2-Certification.doc)

3. **Recommendation for Certification for THSP and Non PTB Positions Form**
(O:\NFS\Sawtooth\Program\5100Fire\SO\5190Management\Forms\SNF FQRC Form #3-THSP.doc)

SAWTOOTH NATIONAL FOREST
Fire Qualification Review Committee
Delegation of Vote

Re: Delegation of FQRC Vote

I, (_____) will not be able to attend the (date/month/season) FQRC meeting. (Date: _____)

I delegate my FQRC vote to (_____).

This delegation is only for this meeting. I understand that this documentation will be recorded and filed with the meeting notes.

_____   _____
Name   **Date**
Title_____

Contact Information

_____

This delegation of vote:

    ❑ **Has been accepted by the FQRC**
    ❑ **Has not been accepted for the following reasons:**

        o _____

        o _____

        o _____

_____   _____
Name   **Date**
FQRC Chair

SNF FQRC Form #1

SAWTOOTH NATIONAL FOREST
Fire Qualification Review Committee
Deferral of Taskbook Certification

Name:			
Position:		☐	*Trainee* ☐
Subunit:	0414_ _ _ _		
Status:	*Taskbook to be resubmitted for certification* ☐		*Certification upon resolution* ☐

TRAINING
Reason for Deferral:
Resolution:

ASSIGNMENTS

Number Of Assignments Completed:

Incident Name	Order Number	Recommendation

REMARKS

APPROVAL

Unit Representative:			FQRC – Chairperson:		
Approved ☐	Date:		Approved ☐	Date:	
Denied ☐			Denied ☐		

SNF FQRC Form #2

SAWTOOTH NATIONAL FOREST
Fire Qualification Review Committee
Recommendation for Certification for
THSP and Non PTB Positions Form

Name*:*	
Course:	
Subunit:	**0414_ _ _ _**

TRAINING	
I-100 and S-110 Completed:	Date:
Job Aid Issued:	Date:
Other Related Training or Experience (explain):	

RELATED ASSIGNMENTS (both non-incident & incident)		
Location or Incident Name	Order/Request Number	Recommendation

REMARKS

APPROVAL	
UNIT REPRESENTATIVE:	FQRC – CHAIRPERSON:
APPROVAL DATE:	APPROVAL DATE:

SNF FQRC Form #3

SAWTOOTH NATIONAL FOREST

IQCS COMPUTER PROGRAM
OPERATING GUIDE

1/5/15

PREFACE

This guide identifies how the Sawtooth National Forest will implement the use of the Incident Qualification and Certification System (IQCS). This computer program is the national program of record for documenting and tracking all wildland fire qualifications. The Sawtooth National Forest will maintain the accuracy and integrity of the program as humanly possible. Maintaining accuracy includes maintaining both hard copy files and electronic program data within IQCS. This guide identifies roles and responsibilities of the Forest Staff in the IQCS computer program.

This guide will be reviewed annually at the first meeting of each calendar year. This guide is supported by the Forest Qualifications and Review Committee (FQRC) Plan, the Sawtooth Fire Training SOP and the Forest Fire Management Plan and is authorized by the Forest Fire Management Officer.

<u>BRIEF DESCRIPTION OF THE IQCS PROGRAM</u>

The Incident Qualification and Certification System is a nationwide, federal computer program designed to track:
- All-Risk Response position certification management, including certification and training requirements.
- Training management that includes: course/offering descriptions, learning objectives, pre-course requirements, class schedules, student registration and class participation.
- Workforce analysis that accurately reports the disposition, status, and expected deficiencies of positions throughout the incident response community.
- Personal information history related to an individual's qualification and certification currency that includes: positions, position performance, training, physical fitness, and external warrants.

ROLES IN THE IQCS PROGRAMS

In the IQCS program, roles and organization codes determine what access a person has and what duties that person may perform. The organization code determines whose records a person may see in the program.
The basic roles in the IQCS program are:

"Account Manager" role – create/add employees and non-employees, update personal information, create/add incident data, input incident experience, input training completion, view training and experience history, view/print master record, view Incident Qualification screens, document position task books, select incident qualification position for card, enroll members into local training, perform course session administrator's duties, set up local training sessions and run reports relevant to user role.

"Certifying Officer" role – view training history for an individual, view experience history for an individual, view employee master record, view employee incident qualification card screen(s), document position task book certification for account members, change qualification status of an employee in the account (override), certify positions to print on the incident qualification card, manually assign position or training competencies to responders (account members') records, select incident qualifications for incident qualification card

"Training Officer" role – view training history, view employee master record, view training and experience history, select trainees from approved nominees, set up course sessions, review nominations forms, enroll students and workforce analysis and run reports relevant to user role.

"Training Account Manager" role – set up course sessions, review/approve nomination forms, prioritize trainees, select trainees form approved nominees, and enroll students and run reports relevant to user role.

"FMO/AFMO" role – view training and experience records, view master record, view incident qualification card screen, review/approve nomination forms, change qualification status of an employee (administrative action) and run reports relevant to user role.

"Group Leader" role – input incident experience, view training and experience history, view incident qualification screen, update personal information of members of assigned group and run reports relevant to user role.

"Supervisor" role – update personnel Info, view training history, experience history, master records, build IRDP for an employee, nominate employees through Nomination Workflow process and run reports relevant to user role.

SAWTOOTH NF'S IQCS PROGRAM

Currently, there are just over 275 people that have been entered into the program for the Sawtooth National Forest. Those folks have been divided in the following organization codes:

      04140000 = Supervisor's Office
      04140001 = Minidoka Ranger District
      04140003 = Ketchum Ranger District
      04140004 = SNRA/Stanley Ranger District
      04140005 = Fairfield Ranger District

DELEGATION OF RESPONSIBILITY

The Forest Fire Training Officer has the authority to delegate the following tasks to their staff. The District Fire Management Officer has the authority to delegate, in writing, some or all of the following tasks to the District Training Officer. District Training Officer has the authority to further delegate, in writing, some or all of the following tasks to Engine Captain(s), Helitack Superintendent(s), or Crew Superintendent(s).

The Forest Fire Training Officer/District Fire Management Officer will:
- Enter all qualified or trainee experience into their employee(s) master record. Experience must match existing qualifications in IQCS to be entered. Trainee experience must match with task book records. Provide a copy of the experience history to the Forest Account Manager for the hard copy master file for each employee. This function must be completed no later than Nov.1st each year.
- Enter all local classroom training (including Work Capacity Test/refresher training) via the training roster mechanisms provided in the IQCS program. (This function must be completed within 10 days of course completion) Provide copies of all training certificates and /or completion letters, Work Capacity Test Records or Refresher training letters to Forest IQCS Account Manager within 10 days of course completion.
- Maintain all rosters in the Group's Membership in the IQCS program. (All Groups [crew, modules, teams, etc.] have been entered into the IQCS program.)
- Enter data into the program for course Account Managers that do not have access to IQCS.
- Ensure nomination process has been completed for each employee, including setting the unit priority in IQCS.
- Ensure the Forest nomination priority has been entered into the IQCS program by the Forest Training Officer.

The Forest IQCS Account Manager will:

- Review and approve all requests for access to the IQCS computer program to assure the proper organization codes and roles has been correctly identified; and then forward them to the Regional IQCS Account Manager for Regional Approval.
- Input all changes to position qualifications that are recommended by the Forest FQRC and approved by the Forest Fire Management Officer
- Print all Incident Qualification Cards, for T2 and lower qualifications, and prepare/submit them for the proper signatures to the Forest Fire Management Officer.
- Add new employees, inactivate employees, and transfer any employee (**In IQCS, ROSS and all hard copy records**).
- Maintain a centrally located hard copy file for each employee which contains all the required supporting documentation.(FSH 5109.17)
- Confirm that all needed positions have the "send to ROSS" box are checked.
- Track all IQCS accounts to assure those accounts are being used correctly and assist in removing those accounts that are in violation of the signed security agreements.
- Assist in training all account users as changes in the computer program are developed.
- Be the focal point for the Regional and National IQCS Account Managers.
- Forward all request for new accounts and revision of existing accounts to the Regional IQCS Account Manager.
- Have all full access to the IQCS computer program, including all forest organization codes and roles.
- Be responsible for entering all needed incidents (any incident that a person may show experience) into the IQCS program for the Sawtooth National Forest. This function must be completed with 10 days of an incident. This function maybe delegated to any member of the SCIIDC staff.
- Determine when and if another unit's incidents are to be entered into the IQCS program.

Interagency Fire Program Management (IFPM)/Forest Service Fire Program Management (FS-FPM):

- This function has been delegated to the Forest IQCS Account Manager and may be delegated to members of the Fire Training Staff.

Training Course Account Managers will:
- Be responsible for imputing their courses in the IQCS program. This includes all rosters for their courses.
- Produce all certificates using the IQCS program and provide a copy of the certificate for the hard copy master file for each employee within 10 days of completing course.
- Produce a letter of completion that documents the course nature and the responders that successfully completed the training for the hard copy master training file within 10 days of completing course in IQCS.
- Complete their courses, in the IQCS program, within 10 days of the course completion date.
- If a Training Course Account Manager does not have access to the IQCS program, it will be their responsibility to inform the Forest IQCS Account Manager to handle their IQCS responsibilities.

All IQCS Role Players:
- All Delegation of Responsibility/Authority must be recorded in writing and a copy must be placed into that person's hard copy Incident Qualification's Master Folder located at the Supervisor's Office.

Delegation of Authority

The Forest Supervisor will delegate full authority and control of the IQCS computer program to the Forest Fire Management Officer. A letter of Delegation of Authority will be given to the Forest Fire Management Officer. The Forest Fire Management Officer will be given the authority to delegate all roles and functions, of the IQCS computer program, to any member of the Fire Management Organization at both the Supervisor's Office and on each Ranger District.

The Forest Supervisor may delegate full authority and control of the IQCS computer program to the Assistant Forest Fire Management Officer in the absence of the Forest Fire Management Officer.

Approval of the Sawtooth National Forest IQCS Computer Program Operating Guide (this document) will suffice as written delegation of authority to all identified users described herein. A copy of this document will be filed in each person's master fire qualification folder and a copy will be maintained, at the Supervisor's Office.

The Forest Fire Management Officer will select an individual to perform the function of the Forest IQCS Account Manager.

Forest Fire Management Officer (FFMO) and the Assistant Forest Fire Management Officer (AFFMO) – review training and experience records, view master record, view incident qualification card screen and run reports relevant to user roles.

Forest Training Officer has overall responsibility for the maintenance and integrity of the Sawtooth National Forest (SNF) IQCS Computer program, oversees the record keeping of the Incident Qualification and Certification System (IQCS) and the Fire Qualification Review Committee (FQRC). The IQCS roles for this position are Account Manager, Training Officer, Training Account Manager, and IFPM User. This position has access to all organization codes for the Sawtooth National Forest. When determined by the Forest Fire Management Officer, assumes the functions of the Forest IQCS Account Manager. Reviews and approves all requests for access to the IQCS computer program assuring the proper organization codes and roles are correctly identified and forwarding them to the Regional IQCS Account Manager for Regional approval.

District Fire Management Officer (DFMO): has overall responsible for the integrity of the district IQCS program. Review district training and experience records, review qualification status and run reports relevant to the district training and qualifications. The DFMO may delegate operations and administration of the district training program to the Assistant District Fire Management Officer.

Assistant District Fire Management Officer (ADFMO): has responsibility for the accuracy and quality of the District IQCS program. Will gather and forward training nominations and district priorities through IQCS to the Forest Training Officer. View training and experience records, view master record, and incident qualification card screen, and run reports relevant to user role. The Assistant District Fire Management Officer may delegate some operations and administration of the district IQCS program to the Engine Captain(s), Helitack Superintendent(s), or Crew Superintendent(s).

Engine Captain(s), Helitack Superintendent(s), or Crew Superintendent(s): input incident experience, view training and experience history, view incident qualification screen, update personal information, including phone and email for training nomination process of members of assigned module and run reports relevant to user role, will maintain the rosters of their respective groups in the IQCS program. Create and forward training spreadsheet to Assistant District Fire Management Officer.

IMPLEMENTATION

The responsible parties for each IQCS organization code are responsible for the following:
1. Entering all experience, for each person, in their organization code. *(Student Handbook, Module 6)*
    a. Entering experience by employee.
    b. Entering experience by group.
    c. Entering experience by incident for each employee.
2. Entering local fire training courses in their organization code.. *(Student Handbook, Module 4)*
    a. Creating a course session in the IQCS program
    b. Enrolling each student into the session via rapid session enrollment.
    c. Printing all certificates using the IQCS program
    d. Completing course session, in the IQCS program which will post completion into each student's IQCS record.
    e. Providing a copy of each student's certificate for their master record file.
    f. For courses that are not in the IQCS program, providing copies of the certificates to the Forest IQCS Account Manager, so these courses can be entered as an external course into each employee's record.
3. Entering all course nomination forms into the IQCS program for each person, in their organization code. *(Student Handbook, Module 9).*
4. Ensure employee's personal information is up to date including phone and email for training nomination process.

ATTACHMENTS

Appendix "A" – *Sample of "Delegation of Authority" for the IQCS program.*
(O:\NFS\Sawtooth\Program\5100Fire\SO\5190Management\Forms\IQCS\DelegationOfAuthority.docx)

Appendix "B" – *Sample of "Account Request" form to be used when adding/changing a person's **IQCS user account**.*
(O:\NFS\Sawtooth\Program\5100Fire\SO\5190Management\Forms\IQCS\IQCS_ACCESS_REQ.xls)

Appendix "C" – *current list of the Sawtooth National Forest's IQCS user accounts.*

Appendix "D" – "IQCS New Hire" form
(O:\NFS\Sawtooth\Program\5100Fire\SO\5190Management\Forms\IQCS\IQCS-New-Hire.doc)

Appendix "E" – "IQCS Individual Update Form"
(O:\NFS\Sawtooth\Program\5100Fire\SO\5190Management\Forms\IQCS\IQCS-Individual-Update.doc)

Appendix "F" – "IQCS Training Roster"
(O:\NFS\Sawtooth\Program\5100Fire\SO\5190Management\Forms\IQCS\Training-Roster.xlsx)

Appendix "G" – "IQCS Experience History"
(O:\NFS\Sawtooth\Program\5100Fire\SO\5190Management\Forms\IQCS\FireExperience.docx)

DELEGATION OF AUTHORITY
Incident Qualifications & Certification System (IQCS)

United States Department of Agriculture	**Forest Service**	**Sawtooth National Forest**	**Supervisor's Office 2647 Kimberly Rd. E. Twin Falls, ID. 83301 208-737-3200 Fax: 208-737-3236**

File Code: 5100   **Date:**

Subject: IQCS Delegation

To:

The Wildland and Prescribed Fire Qualifications System Guide, PMS 310-1, defines a *Certifying Official (CO)* as the agency official at the home unit that is responsible for authorizing and granting certification of agency employee's qualifications. Only the home unit has the authority to certify an individual's qualifications. The home unit is the designated agency that employs the individual. This could be a district, county, state, park, reservation or similar entity, and/or the administrator who manages the qualifications system.

This document serves as a Delegation of Authority from the Certifying Official to an IQCS Account Manager for the purpose of completing certifications of agency employee's qualifications in the IQCS application. *Certification* is defined as the process whereby an appropriate agency official confirms through the issuance of an Incident Qualification Card that an individual is qualified to perform in a specified position.

Qualification is defined as meeting the established standards for a position in order to achieve certification. A key component in the certification or re-certification process is the subjective evaluation by the appropriate agency official of an individual's capability to perform in a position.

IQCS will **not** identify the individual as the CO in their data records; however, the individual will have User Roles of Certifying Official assigned to their Employee ID in the IQCS solely for the purpose of allowing them access to certain components, pages, fields, and accounts.

The Forest Supervisor has delegated to the Forest Fire Management Officer the following (check all the following that apply):

- ❑ Initiating a hard copy Position Task Book for a unit employee
- ❑ Updating, modifying, and/or certifying Position Task Book records in IQCS
- ❑ Updating and/or modifying position competencies of employees in IQCS for which the CO is directly responsible
- ❑ Determining what qualifications the employees in the unit can maintain
- ❑ Updating and/or modifying the Incident Qualification Card in IQCS
- ❑ Certifying the Incident Qualification Card in IQCS
- ❑ Approves and signs all Type 2 and below position qualifications on the Incident Qualification Card (Red Card).

_____   _____

Forest Fire Management Officer, Name and Signature   Date

_____   _____

Forest Supervisor, Name and Signature   Date

Appendix B

ACCOUNT REQUEST
Incident Qualifications & Certification System (IQCS)

ACCOUNT REQUEST for INCIDENT QUALIFICATIONS AND CERTIFICATION SYSTEM

Contact IQCS Project Team, (208) 387-5482, if you have questions. FAX: (208) 387-5746

Nominees Name, Office Name, Org Code, email address of user who requires access:	Name:			
	Office Name:			
	Org Code:		Tele. #	
	e-mail:			
Unit IQCS Administrator's Name, Office Name, Org Code, Position Title, and e-mail address	Name:			
	Office Name:			
	Org Code:		Tele. #	
	Position:			
	e-mail:			
IQCS Role(s) (e.g. Account Mgr, Training Officer, Certifying Official, etc.)	Role:			
	Role:			
	Role:			
Organizations transacted on for that role (by Org Code)				
Date of access to begin:			
Date of access to end:			

Your signature certifies that the above individual requires an account with IQCS. (Note: If form is e-mailed by the above identified supervisor, the e-mail address serves as the signature.)

IQCS Administrator Signature:	
Date:	

IQCS Class: Location/Class Type and Date					For Office Use:
1-on-1 Trainer Name and e-mail address:					
Agency Rep. Validation:	Date:				
	Name:				
For IQCS Office Use					
User ID:					
EmplID:					
Permission List:					
Effective Date:					

Appendix C

CURRENT LIST OF Sawtooth IQCS USER ACCOUNTS
Incident Qualifications & Certification System (IQCS)

Unit Identifier	Name	Acct Manager	Cadre	Cert Board	Cert Official	FMO/AFMO	Group Leader	IFPM	Nom Coord	Supervisor	Training Coord	Training Officer
04140000	Michael Krupski					X				X	X	
04140000	Andrew Addey					X				X	X	
04140000	Robert Harper	X								X		X
04140000	Susan L. Brown	X						X		X		X
04140000	Vickie Jensen									X		
04140001	Heath Cota					X				X	X	
04140001	Robert Harper	X								X		X
04140001	Susan L. Brown	X						X		X		X
04140001	Vickie Jensen									X		
04140003	Matthew Filbert					X	X			X	X	
04140003	Michelle Erdie						X			X	X	
04140003	Raymond Chambers					X				X	X	
04140003	Robert Harper	X								X		X
04140003	Ryder Bennett									X	X	
04140003	Sarah Stalker						X			X	X	
04140003	Susan L. Brown	X						X		X		X
04140003	Vickie Jensen									X		
04140004	Matthew Filbert					X	X			X	X	
04140004	Michelle Erdie						X			X	X	
04140004	Robert Harper	X								X		X
04140004	Sarah Stalker						X			X	X	
04140004	Sarah Stalker						X			X	X	
04140004	Kelly Lewis						X			X	X	
04140004	Anthony Beauchaine						X			X	X	
04140004	Susan L. Brown	X						X		X		X
04140004	Vickie Jensen									X		
04140005	Devin Hulme					X				X	X	
04140005	Matt Ganguet					X				X	X	
04140005	Robert Harper	X								X		X
04140005	Susan L. Brown	X						X		X		X
04140005	Vickie Jensen									X		

Incident Qualification and Certification New Hire	Note: this form is to be used only for employee records that are NOT already established in IQCS

Name History	
First Name	
Last Name	
Middle Initial	
Empl ID	**To be Assigned by IQCS Account Manager.**

Address History	
Office Mailing Address	
Business Phone	
Home Phone	
Cell Phone	
Pager	
Other	
Business email	
Home email	

Birthdate/NID		
Date of Birth		MONTH / DAY / YEAR
National ID/SS#		XXX – XX – XXXX

Work Location		
Regulatory Region	**USA**	
Company	**NWCG0**	
Setid	**FS000**	
Organizational ID	**0414**__ __ __ __	0000-SO, 0001-MINIDOKA, 0003-KETCHUM, 0004-SNRA/STANLEY, 0005-FAIRFIELD
Unit ID	**ID-STF**	
Training Officer		
Admin Location	**ID**__ __ __ __	0037-SO, 0007-MINIDOKA, 0022-KETCHUM, 0021-SNRA, 0035-STANLEY, 0013-FAIRFIELD
Duty Station	**ID**__ __ __ __	0037-SO, 0007-MINIDOKA, 0022-KETCHUM, 0021-SNRA, 0035-STANLEY, 0013-FAIRFIELD
Dispatch Unit	**ID-SCC**	

Job Information		
Job Series		CURRENT JOB SERIES
Federal Hire Date		DATE STARTED FERERAL CAREER (WITHOUT INTERRUPTION)
Full/Part Time		FULL TIME, PART TIME
Empl Kind		CAREER, CAREER SEASONAL, CASUAL, VOLUNTEER

Salary Plan		
Salary Administration Plan		AD, ES, GS, WG, WL, WS
Grade		01 - 15

Appendix E

INDIVIDUAL UPDATE FORM
Incident Qualifications & Certification System (IQCS)

Incident Qualification and Certification Individual Employee Update	Note: this form is to be used only for updating employee records that are already established in IQCS

Name History	
First Name	
Last Name	
Middle Initial	
Empl ID	

Address History	
Office Mailing Address	
Business Phone	
Home Phone	
Cell Phone	
Pager	
Other	
Business email	
Home email	

Birthdate/NID	
Date of Birth	MONTH / DAY / YEAR

Work Location		
Regulatory Region	**USA**	
Company	**NWCG0**	
Setid	**FS000**	
Organizational ID	**0414__ __ __ __**	0000-SO, 0001-MINIDOKA, 0003-KETCHUM, 0004-SNRA/STANLEY, 0005-FAIRFIELD
Unit ID	**ID-STF**	
Training Officer		
Admin Location	**ID__ __ __ __**	0037-SO, 0007-MINIDOKA, 0022-KETCHUM, 0021-SNRA, 0035-STANLEY, 0013-FAIRFIELD
Duty Station	**ID__ __ __ __**	0037-SO, 0007-MINIDOKA, 0022-KETCHUM, 0021-SNRA, 0035-STANLEY, 0013-FAIRFIELD
Dispatch Unit	**ID-SCC**	

Job Information	
Job Series	JOB SERIES
Federal Hire Date	DATE STARTED FERERAL CAREER (WITHOUT INTERRUPTION)
Full/Part Time	FULL TIME, PART TIME
Empl Kind	CAREER, CAREER SEASONAL, CASUAL, VOLUNTEER

Salary Plan	
Salary Administration Plan	AD, ES, GS, WG, WL, WS
Grade	01 - 15

IQCS Training					
Course Code:					
Course Name:					
Course Dates:	From:			To:	
Course Coordinator:					
Coordinator EmplID:					
Lead/Unit Instructor:					
Instructor EmplID:					
Course Location:					
Start/End Times	Start:			End:	
Duration/Hours:					
Today's Date			IQCS Session #		

	Student Information			
	Name (Last, First)	EmplID	OrgCode	Pass/Fail
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Appendix G

EXPERIENCE HISTORY
Incident Qualifications & Certification System (IQCS)

Wildland Fire Experience Record

Name: _____   EmplID: _____

Unit:0414(_____) _____   Employement Kind: _____
(0000 – 0001 – 0003 – 0004 – 0005)   (Career - Seasonal – Casual – Temporary – Volunteer)

Year:__20_____   Fitness Rating:_____   Fitness Date:_____
                                          (Arduous – Moderate – Light – None)

Postions Listed on Qualification Card
Only the positions listed on current qualifications card, if it is not listed on the qualification card it can not be entered as experience!

Status	Postion	Status	Position	Status	Position
Q	FFT2				
T	FFT1				

IQCS Number	Incident Order #	Incident Name	State	P-Code	Incident Position	Incident Arrival Date	Operational Periods	Management Type	Fuel Type	Fire Class Size
48531	ID-STF-000981	Valley Road	ID	B5SW	FFT1(T)	mm/dd/yy	14	1	10	G

AFMO Signature: _____   Date:_____